**SAFETY INSPECTION**

**CHECKLIST**

**(ACTIVITY CENTRES)**

|  |
| --- |
| Scouts Australia NSW  |
| Level 1, Quad 3 |
| 102 Bennelong Parkway |
| Sydney Olympic Park 2127 |
|  |
| P O Box 125 |
| Lidcombe NSW 1825 |
| Ph: 02 9735 9000 Fax: 02 9735 9001 |
| E-mail: whs@nsw.scouts.com.au |



**FORM HS-3.3.2 (JAN 13)**

Please complete all details and submit to the State Office – Activity Centre Business Manager. Group must retain a copy on file.

| **CENTRE** |  |
| --- | --- |
|  |
| **Property Address** |  |
|  |  |
| **Mailing Address** |  |

**DATE OF INSPECTION:**

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| **PROPERTY** | **DESCRIPTION** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **Fences** | Any damaged or missing panels, gates lockable, locks fitted? |  |  |  |  |
| **Grounds** | Any trip, stumble or fall areas? |  |  |  |  |
| **Steps** | Any steps loose or in poor condition? |  |  |  |  |
| **Drains** | Any open drains? Are drain covers in place or missing? |  |  |  |  |
| **Trees** | Any dead branches, any overhanging building, any branches at eye level? Any diseased trees? |  |  |  |  |
| **Lighting** | All external lights working /serviceable? |  |  |  |  |
| **Flag Pole** | Pole in good condition, flag hoisting rope secured to pole when not in use? |  |  |  |  |
| **Access bridges** | Condition of deck, can anyone fall through handrails? |  |  |  |  |
| **Guard rails & handrails** | Fitted where appropriate, any sections not secured any rotten timber logs or rails? |  |  |  |  |
| **Access Road or Driveway** | Condition? Any slip or fall areas due to uneven surfaces? Any pot holes? |  |  |  |  |
| **Boat Ramps** | Ramp Condition? Any slippery areas? |  |  |  |  |
| **Termites/White Ants** | Has a pest inspection been carried out in the past 12 months? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| Action to be taken:By Whom:Date to be completed: Date Completed:  |

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| **BUILDINGS** | **EXTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **External Cladding** |
| **Timber** | Any sharp edges/ corners that might cause an injury / broken cladding? |  |  |  |  |
| **Brick** | Any rough or protruding areas that might cause an injury? |  |  |  |  |
| **Concrete Block** | Any broken or sharp areas? |  |  |  |  |
| **Steel** | Any sharp protruding areas that may cause an injury? |  |  |  |  |
| **Fibre Cement Sheeting** | Does the building have any external fibre cement sheeting? |  |  |  |  |
| **Eaves** | Describe the building eaves and construction material & method? Are there any broken or damaged fibre cement sheets? Are fibre cement sheets painted? |  |  |  |  |
| **Guttering** | Does the building have guttering?Is guttering clean and in good order with no leaks? |  |  |  |  |
| **Roofing** | Please note type of roofing material used in comments. Is the roofing in good order, with no visible leaks or damage? |  |  |  |  |
| **Asbestos** | Has asbestos been identified in the external construction of the Scout Hall? If so, where? Is it in good, unbroken, painted order? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **ACCESS TO FRONT DOOR** | **EXTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **Concrete Drive or Path** | Any raised sections that might cause a trip hazard? |  |  |  |  |
| **Bitumen** | Any pot holes, trip or fall hazards? |  |  |  |  |
| **Gravel** | Any loose rubble, slip, fall hazard? |  |  |  |  |
| **Grass or Dirt** | Any loose rubble, uneven ground or potential fall areas? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **FRONT DOOR ENTRY** | **EXTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **Lighting** | Is there a working light illuminating the front door access, path or steps? |  |  |  |  |
| **Steps** | Timber/Concrete any damaged or loose steps? If steps are over 1m above ground level is a handrail fitted? |  |  |  |  |
| **Ramps** | Are ramps in good order, with a railing if over 1m above ground level? |  |  |  |  |
| **Stair Case** | Are secure handrails installed, is a mid-stair rail fitted? Are the stairs an even height? |  |  |  |  |
| **Timber Deck** | Any raised or rotten floor boards? Is the deck over 1m high from ground level? Is a rail and mid rail fitted? |  |  |  |  |
| **Access Bridge** | Is there a secure handrail with toe board? Is handrail fitted with a Mid rail? Does handrail have infill mesh? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **DOORS** | **FRONT, BACK OR SIDE DOORS** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **Single Door** | Is the single door opening outwards? |  |  |  |  |
| **Double Door** | Are the double doors opening outwards? |  |  |  |  |
| **Panic Bars** | Are emergency exit doors fitted with Panic Bars? Are the Panic Bars in good operating order? |  |  |  |  |
| **Security** | Does the Group have a registered (master) security key system? |  |  |  |  |
| **Landing** | Is there a level landing area in front of the door? |  |  |  |  |
| **Hazard** | Does the door open directly over the steps creating a potential hazard? |  |  |  |  |
| **Door Catch** | Are holding hook catches fitted to prevent door/s from slamming shut? Are the hooks in working order? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| Action to be taken:By Whom:Date to be completed: Date Completed:  |
| **WINDOWS** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Are window frames in good condition? |  |  |  |  |
|  | Are security grills fitted to windows? |  |  |  |  |
|  | Is any window glass cracked, broken or missing? |  |  |  |  |
|  | Does any window above a doorway not have toughened or shatterproof glass? |  |  |  |  |
|  | Are adequate locks fitted to all external windows? Are they working? |  |  |  |  |
|  | If any roll up shutter guards are fitted, do they operate properly or require repairs? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **FLOORS** | **INTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Is existing floor in good condition? |  |  |  |  |
|  | Is timber floor free from protruding nails, splinters, holes and loose boards? |  |  |  |  |
|  | Is concrete floor in good condition? |  |  |  |  |
|  | Are aisles and passageways kept clear of obstructions? |  |  |  |  |
|  | Are any floor coverings secured to the floor (carpet tiles/carpet)? |  |  |  |  |
| **SUB FLOORS** | Is there safe access to enter? Is this area clean and with no combustible materials? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **WALLS** | **INTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Are all items securely fixed to walls? |  |  |  |  |
|  | Can any item fall from height? |  |  |  |  |
|  | Are existing walls in good condition? |  |  |  |  |
|  | Are there any items protruding from walls that might cause injury? Are these items padded or covered? |  |  |  |  |
|  | Are there any nails sticking out from walls? |  |  |  |  |
|  | Is there any evidence of damp or mould on internal walls? |  |  |  |  |
|  | Are the walls covered with fibre cement sheeting? Has this material been determined not to contain asbestos? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **COMMERCIAL KITCHENs** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
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| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **ELECTRICAL** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Is there a safety switch installed? |  |  |  |  |
|  | Are all power points & light switches unbroken and in good condition? |  |  |  |  |
|  | Are all lights in good condition? |  |  |  |  |
|  | Is there safety exit lighting – tested and working? |  |  |  |  |
|  | Are smoke detectors installed? Test and change batteries. |  |  |  |  |
|  | Are all appliances, plugs and cords in good, undamaged condition? |  |  |  |  |
|  | Are cords of appliances dangling or strung across traffic areas or floors? |  |  |  |  |
|  | Are heaters and fans guarded? |  |  |  |  |
|  | Is the Hot Water Urn in good condition? |  |  |  |  |
|  | Electric power cords – inner wires not exposed through flex, external sheaths not damaged? Max. length 32 m. |  |  |  |  |
| **EXTERNAL ELECTRICITY** | Is the electrical meter box lockable using a local power authority lock? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **STORAGE** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Are materials stored in racks or shelves? |  |  |  |  |
|  | Can any stored item potentially fall from height? |  |  |  |  |
|  | Storage layout designed to minimise lifting and over reaching? |  |  |  |  |
|  | Are heavy items stored at a low level? |  |  |  |  |
|  | Are floors around racks and shelves clear of rubbish? |  |  |  |  |
|  | Are storage areas kept free of tripping, fire, explosion and pest hazards? |  |  |  |  |
|  | Is there safe access to stored items above the head? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **BATHROOMS** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Are bathrooms clean and tidy? |  |  |  |  |
|  | Are toilets in good working order, with correctly fitted seats and lids? |  |  |  |  |
|  | Is there a hand washing facility, basin or vanity unit adjacent to bathroom? |  |  |  |  |
|  | Are there showers fitted in the bathrooms? Are the taps and fittings in good working order? |  |  |  |  |
|  | Is the bathroom floor in good condition and easy to keep clean? |  |  |  |  |
|  | Is hot water temperature set to between 50-55 degrees centigrade? |  |  |  |  |
|  | Are all cleaning chemicals stored out of reach of children? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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**FIRE SAFETY**

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|  | **INTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **FIRE SAFETY** | **VISUAL CHECKS ON FIRE EXTINGUISHERS / HOSE REELS / FIRE BLANKETS / SMOKE DETECTORS / EMERGENCY EXIT SIGNS** |  |  |  |  |
| **EXTINGUISHERS** | Are all fire extinguishers and signs clearly visible? |  |  |  |  |
|  | Are all fire extinguishers mounted on wall brackets? |  |  |  |  |
|  | Are any fire extinguishers missing? |  |  |  |  |
|  | Is the pressure gauge on each fire extinguisher in the GREEN zone? |  |  |  |  |
|  | Do all fire extinguishers have an inspection tag fitted (stamped yellow metal tag)? |  |  |  |  |
|  | Is there any damage to any part of the fire extinguisher? |  |  |  |  |
|  | Is there any fire extinguisher wall signs damaged or missing? |  |  |  |  |
|  | Is the correct Fire Extinguisher in the correct place? E.g. Powder in kitchen, water in hall? |  |  |  |  |
|  | Is the dry powder extinguisher located at or near the entrance to the kitchen? |  |  |  |  |
|  | If any fire extinguisher is empty or has been accidentally discharged, it must be recharged and tested by supplier. |  |  |  |  |
|  | Does the Scout Hall have an external sprinkler system if located in bushland? |  |  |  |  |
| **HOSE REEL** | Is hose & reel in good condition? |  |  |  |  |
|  | Is there clear access to the hose? |  |  |  |  |
|  | Is there water leakage from the hose fittings? |  |  |  |  |
|  | Is there a fire reel sign mounted above reel or indicating location? |  |  |  |  |
| **FIRE BLANKET** | Is there a fire blanket mounted on the wall of the kitchen? |  |  |  |  |
|  | Is there a sign above the fire blanket or indicating location? |  |  |  |  |
| **SMOKE DETECTORS** | Does the Scout hall have Smoke Detectors installed? |  |  |  |  |
|  | Are they Battery or Mains Operated? |  |  |  |  |
|  | If battery operated, battery must be replaced every 6 months. Indicate date replaced. |  |  |  |  |
|  | In the main hall are smoke detectors located too high for members to service battery changes? If so, contact service provider for maintenance. |  |  |  |  |
| **EMERGENCY EXIT SIGNS** | Does the hall have Emergency Exit Signs? |  |  |  |  |
|  | Are all signs illuminated and working? |  |  |  |  |
|  | If not working, qualified electrician to service. |  |  |  |  |
|  | Signs located in areas where there is a risk of damage should be caged. Has a protective guard been fitted? |  |  |  |  |
| **FIRE SAFETY CERTIFICATE** | Has a fire safety certificate been lodged with the LGA (council or shire)? |  |  |  |  |
|  | Is a copy of the Fire Safety Certificate on display at the site? |  |  |  |  |
| **EMERGENCY EVACUATION PLAN** | Has the group developed an Emergency Evacuation Plan? |  |  |  |  |
|  | Is the Emergency Evacuation Plan on display at the hall? |  |  |  |  |
|  | Has one of the leaders from each section meeting been nominated as the Emergency Warden for meeting night? |  |  |  |  |
|  | Has one of the Committee Members been nominated as the Emergency Warden for Committee Meeting Nights? |  |  |  |  |
|  | Does the hall hire officer explain the emergency procedures at the time of hiring? |  |  |  |  |
|  | Does the Group carry out Evacuation Drills for each section at least once per year and review processes if necessary? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| Action to be taken:By Whom:Date to be completed: Date Completed:  |

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| **ACTION** | **DATE** |
| Form Received by State Office  |  |
| State Property Spreadsheet updated |  |
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| **BUSINESS CENTRE MANAGER - COMMENTS ON CORRECTIVE ACTION TO BE TAKEN** |
|  |